



City of Austin - JOB DESCRIPTION



Assistant Director Solid Waste Services

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10920	Salary Grade:	E00
Approved:	October 24, 1997	Last Revised:	May 14, 2008

Purpose:

Under the direction of the Director of Solid Waste Services, directs the activities of personnel involved in providing solid waste services.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Direct activities related to the key goal area of recycling, home chemical collection and solid waste disposal.
2. Plan long-range goals for solid waste management including collection, recycling, and disposal.
3. Select, train and evaluate supervisory, technical, and administrative personnel in support of the goals of the division.
4. Develop, implement, and maintain existing programs.
5. Identify the need for new programs in solid waste management.
6. Coordinate with other City departments on city-wide issues of concern.
7. Direct the activities of personnel in planning the operating budget for the division, projecting needs for equipment and personnel corresponding to service requirements for solid waste management.
8. Provide technical expertise to other departments of the City and concerned members of the public on current developments in the area of solid waste management.
9. Perform other tasks as required.

Responsibilities - Supervisor and/or Leadership Exercised:

Select, train and evaluate supervisory, technical, and administrative personnel in support of the goals of the division.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of management principles and practices.

Knowledge of systems and equipment used in waste collection and disposal.

Knowledge of regulations regarding solid waste disposal.

Knowledge of relations and the promotion of recycling programs.

Knowledge of planning and budgetary processes.

Skill in directing the activities of a large and complex organization.

Skill in analyzing problems related to service delivery.

Skill in oral and written communication.

Skill in conducting presentations on behalf of a public entity.

Skill in projecting needs for equipment and personnel and formulating operating budgets.

Skill in maintaining effective working relationships with other City employees and the general public.

Minimum Qualifications:

Bachelor's degree in Business Administration, Public Administration, Engineering, Environmental Science or closely related field, plus five (5) years of management experience in Solid Waste Management.

One (1) additional year of relevant work experience may be substituted for the required degree with a maximum substitution of four (4) years.

Licenses and Certifications Required:

None.

Physical Requirements:

Light. Tasks performed with lightweight materials or using a force equal to lifting up to twenty (20) lbs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.